



To: Judges, Drug Court and Reentry Court Coordinators, Court Alcohol and Drug Program Directors

From: Jane A. Seigel, Executive Director

Date: June 6, 2007

Re: Position Vacancy Announcement

For your information and dissemination, there is a position vacancy at the Indiana Judicial Center.

Program Coordinator, Court Alcohol and Drug Program

The Indiana Judicial Center is seeking candidates to fill the position of Program Coordinator, Court Alcohol and Drug program. This position serves to provide support to the Court Alcohol and Drug Program Administrator at the Indiana Judicial Center. Duties of this position include assisting the Administrator in coordinating the agency's support and oversight responsibilities of court alcohol and drug programs authorized by statute and established under IC 12-23-14. Duties also include assisting in coordinating the planning and organization of educational conferences, scheduling and assisting in certification reviews of court alcohol and drug programs, and providing staff support to the Judicial Conference of Indiana Court Alcohol and Drug Program Advisory Committee (CADPAC) and its subcommittees. Incumbent must possess the ability to work effectively both independently, as well as collaboratively in a team environment. Additional job duties are available upon request.

Minimum requirements include a Bachelor's degree in criminal justice, social work, counseling or related field. Specialized training in substance abuse or addictions is preferred. Excellent oral and written communication skills are required. Two years experience conducting clinical screenings, assessments, or programming for substance offenders in a criminal justice setting, a treatment setting or related setting preferred. Applicants must be willing to travel, but will be reimbursed according to state guidelines. Applicants must also be willing to comply with the Judicial Code of Conduct and submit to a criminal background check. Compensation will be \$40,000 - \$43,400 per year, commensurate with experience. Full state benefits are included.

For additional information about the Indiana Judicial Center, visit <http://www.in.gov/judiciary/center>

APPLICATION PROCEDURES: Interested applicants should e-mail or send via U.S. mail a cover letter, resume, a list of three (3) employment references and a professional or academic writing sample of 3-5 pages by close of business July 2, 2007 to:

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